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6-2011

UNOPA Notes, Volume 49, Issue 10, June 2011

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"UNOPA Notes, Volume 49, Issue 10, June 2011" (2011). *UNOPA Newsletters*. 128.
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UNOPA Notes

Volume 49, Issue 10

June 2011

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Mission Statement:

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and community.

President's Message

Mari Greer, President



Wow, what a great year it has been. I have been lucky to work with such a wonderful board! They have done a lot of work to help keep our organization strong. For those of you who volunteered to work on a committee this year, thank you! Without you, we would not be able to keep up with all of the work that needs to be accomplished. You have indeed added M.A.G.I.C. to our organization!

professional development activities when they are offered. Please consider volunteering to serve on a committee and taking an active role in keeping UNOPA strong!

Don't forget to join us at our Summer Social on Tuesday, June 14. In July, I will see some of you at the NAEOP conference in Charleston, South Carolina, where I know we will have a great time and learn lots!

Have a wonderful, safe summer! If you are traveling, relax and enjoy the time away, make the most of it!

UNOPA M.A.G.I.C.

*Making
A
Greater
Individual
Commitment*

I know you will all give Donna Boone and her board the support that they need this coming year. I hope you will continue to attend our monthly meetings and

Ice Cream Anyone?

UNOPA SUMMER SOCIAL

Join your UNOPA friends for a tour of the UNL Dairy Store on

**Tuesday, June 14, 2011
3:45—5:30 p.m.**

\$5.00/person

UNL Dairy Store, East Campus

Following the tour there will be ice cream, socializing, fun, food, games and giveaways!

The deadline to RSVP to Shelly Green (mgreen3@unl.edu or 472-2098) is **Wednesday, June 8**



**Deadline to register:
JUNE 8**

<http://unopa.unl.edu>

Special points of interest:

- ICE CREAM ANYONE?
- KALEIDOSCOPE OF OPPORTUNITIES
- TRAVELING TO COLUMBUS, NE
- NEW LEADERSHIP
- RISKS VS. REWARDS
- SMILE POWER

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UNOPA Notes

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NEOPA Spring conference recap

Gretchen Walker, CEOE

On April 29, many of us attended the NEOPA Spring conference, "A Kaleidoscope of Opportunities," held at Southeast Community College Continuing Education Center.

Keynote speaker, Joy Huber, gave us a humorous and motivational review of communication essentials and some great information on listening skills. Joy reminded us, "If you do what you have always done, you will get what you have always gotten." Joy presented ways to stop, start, continue or change our train of thought when it comes to communicating. She talked about working with all kinds of people in and out of the workplace and how to approach them and keep your composure. We learned that we perceive people to be difficult when actually they are just very different from us. Joy introduced us to the Platinum Rule: Treat others like they want to be treated and that holding onto anger is like holding onto a hot coal with the intent of throwing it at someone. You are the one who gets burned.

After a nice lunch and the NEOPA business meeting, participants attended breakout sessions. Beth Ivey, presented "Prioritize and Organize," in which we learned the baby steps to financial freedom as well as ways to create simple budgets. Sheila Kepler presented, "A Kaleidoscope of Generations," in which the four different generations within the work place were identified and the ways they differ and how they are the same.

At the end of the conference, the Installation of the 2011-2012 NEOPA officers was held. The incoming elected officers are:

President:

Kathy Bennetch, CEOE

President-Elect:

Joyce Trevett, CEOE

Vice President:

Gretchen Walker, CEOE

Secretary:

Cathy Robertson, CEOE

Treasurer:

Deanne McCoy



Kathy's presidential theme is: "Shaping the Future!"



NEOPA Fall workshop

The royal wedding of William and Kate has created worldwide excitement.

But, there is another event stirring conversation that will be held on **October 21, 2011** on the Columbus Campus, which will be bursting with gorgeous fall colors and a few stately white pumpkins. This anticipated event is the Fall 2011 NEOPA Conference titled "Staying Connected in A Changing World."

While we won't be chatting about wedding gowns and a sapphire ring, we will be

discussing InDesign, personal accountability, social networking, solutions for workplace aches and pains, coping with stress and so much more!

As your hosts, we would like to extend a warm, gracious invitation to gather with women who share your dreams and a passion for lifelong learning.

This truly will be another royal event highlighting esteemed speakers along with contagious laughter and scrumptious food.

We look forward to meeting you.

Karin Rieger
Karen Mroczek
Columbus Community College



New UNOPA President installed

Gretchen Walker, CEOE



Education: The Journey of a Lifetime

Benjamin Franklin said, "Without continual growth and progress, such words as improvement, achievement and success have no meaning."

We should all strive to be lifelong learners and this is why I chose "Education: The Journey of a Lifetime" as my theme. Where would we be if we refused to take the next step, learn something new or think outside the box? Aren't you excited when you finally conquer that one element that has had you stumped? These moments come from that invigorating sense of having the ability of savoring information. Yes, savor and relish in the thought that you acquire knowledge when you seek it.

The classroom is not the only place to gain knowledge. Did you know you can find knowledge anywhere? Simple tasks such as reading, writing a letter, conversations, watching children play and many other ways too numerous to mention opens the file drawers in your mind and accumulates power to be used at later dates.

Knowledge also comes from life and the experiences that are sometimes thrown at us. This enlightenment guides us through each moment and helps to sculpt our spirit. Even Napoleon Bonaparte knew the importance of learning. He stated, "Why and How are words so important that they cannot be too often used."

There are many ways people learn: visual, experience, routine and the influence of others to mention a few. I think Albert Einstein hit the nail on the head when he said, "Setting an example is not the main means of influencing another, it is the only means." When we forge ahead with tenacity and fortitude it will influence others to possibly do the same. This teaches all involved what can be achieved when you move forward.

Another way to learn is to serve. This is our organization and I have the opportunity to serve you as your leader for the upcoming year. Your elected officers are here to serve you and assist in any way we can that will allow you to benefit by being a member. An organization is only as good as its members. The leaders may be the connecting gears but the members put things in motion when they commit to be active and participate. Aminu Kano, a Muslim politician from Nigeria, established an organization to improve the quality of schools in north Nigeria. I felt

his quote about leadership was a good fit for me. He said, "Anyone who wants to be a leader must be the servant, not the boss, of those he wants to serve." I am humbled to be your servant.

I am no different than any other president who has stood before you and issued a challenge. My challenge will only take 21 days to begin with and, if met, should stay with you a lifetime. Beginning with the new UNOPA year on July 1, write in a journal daily. I challenge you to write what you learned that day and how it came to you. As I have stated, you can learn in many ways, for instance through a child's laughter you can learn not to take life so seriously. You may write whatever else you like but if you don't write anything else, write what you learned that day. I learned, by reading, that it takes 21 days to form a habit so if you do this for 21 days you should have a worthwhile

habit for a lifetime. At the end of the year, I think all the things you learned will amaze you, especially HOW you learned them. I hope you will take the time to share some of those with me throughout the year and help me to learn too.

Being a lifelong learner is one reason I have chosen the Martin Luther King Jr. Scholarship Fund as my charity. This worthy cause will give others a chance to begin their journey to be lifelong learners also.

Filled with honor and humility, I accept the 2011-2012 office of President of the University of Nebraska Office Professionals Association. As stated, I pledge to do my best and strive for excellence and no less as I serve you. As Michael J. Fox says, "I am careful not to confuse excellence with perfection. Excellence, I can reach for; perfection is God's business."



2011-2012 Elected Officers (L to R): Cathy Robertson, President-Elect; Jennifer Arnold, Treasurer; Donna Boone, President; Lainey Bomberger, Corresponding Secretary; and Mary Klucas, Recording Secretary.

UNOPA Notes

Membership

Gretchen Walker, CEOE, Incoming Membership Director

As I sit at my desk, I find myself reflecting on Lola Young's message, "Planting Seeds for NAEOP's Growth." My current position in the Center for Great Plains Studies at the University of Nebraska has become like a comfortable shoe for me. Stepping out of those shoes comes with apprehension and doubts. Will I be able to learn what's required and expected of me?

Over the past few years, I have learned by stepping out of my comfort zone and becoming more actively involved in several different organizations, that I have gained so much more confidence in my abilities. As I look forward to my new position as UNOPA Membership Director and the 2011-2012 NAEOP Higher Education Council Chair, I realize that through the seeds of change, and a willingness to learn and grow, I continue to move toward success.

I invite each of you to take a closer step toward success by

becoming actively involved in something within an area of your local, state, or national organization. By networking with others and experiencing new things, we gain the skills needed to grow as an individual, and are better able to share that knowledge and skill set with others. When we work together, we really DO PLANT THE SEEDS FOR GROWTH AND SUCCESS.

Now is the time to renew your UNOPA membership! You might also consider volunteering to serve on a committee. Get out of that comfort zone!



Think It Over

Are you an active member
The kind that would be missed

Or are you just contented that
Your name is on the list
Do you attend meetings

And mingle with the flock
Or do you stay away

And criticize and knock
Do you take an active part

To help the work along

Or are you satisfied to be
The kind that "just belongs"
Do you ever work on committees

To see there is no trick
Or leave the work to just a few

And talk about the clique
So come to meetings often

And help with hand and heart
Don't just be a member

But take an active part
Please just think this over

You know right and wrong

Are you an active member
Or do you "just belong"

RENEW your memberships or
BECOME a new member!

<http://unopa.unl.edu>

<http://neopa.unl.edu>

<http://naeop.org>

The REWARDS are many!

Save the dates!

Brick of Remembrance Placed

NEOPA has purchased a brick of remembrance to be placed in honor of Becky Hastings in the Veterans Memorial Garden in Antelope Park.

The dedication ceremony will be:

**Saturday, June 11
10:00 a.m.**

The inscription on Becky's brick will read:

REBECCA S. HASTINGS
MSGT 115TH ARW
1/22/87—1/22/10

UNOPA Summer Social

Join your UNOPA friends for a tour of the UNL Dairy Store, University of Nebraska-Lincoln, East Campus.

**Tuesday, June 14
3:45—5:30 p.m.**

Cost: \$5.00/ea.

Following the tour there will be ice cream, socializing, fun, food, games, and giveaways.

Join us and invite a friend too!

Register by June 8 at:
<http://unopa.unl.edu>

NAEOP National Conference Charleston, South Carolina

July 18-22, 2011

<http://www.naeop.org>

NEOPA Fall Workshop

*Staying Connected in A
Changing World*

October 21, 2011

Columbus Community College



Smile power — your secret to success

Carol Kinsey Goman, Ph.D.

Smiles have a powerful effect on all of us. The human brain prefers happy faces, recognizing them more quickly than those with negative expressions. Smiles are such an important part of communication that we spot a smile at 300 feet—the length of a football field. Smiles can also be your secret to success. Here are five reasons to activate your smile power:

1. You'll feel better—even if you fake it. We all use the fake smile in business settings when we don't really feel an emotional closeness to those around us; the real smile is reserved for those we truly care about. And we have had a lot of practice doing this. We have been displaying both real and fake smiles all of our lives. A fake smile is easy to produce. It takes only one set of muscles to stretch the lip corners sideways and create a grin.

There is no doubt that the “best” smiles are genuine. They light up your face, crinkle the corners of your eyes and produce positive physiological changes in your body temperature and heart rate. But consider research findings that even if the smile is mechanically produced, positive feelings still emerge. This study matched samples of people looking at cartoons. The first group ranked every cartoon as funnier than the second group. The only difference is that members of the first group were asked to hold a pencil crosswise between their back teeth. The simulated smile caused by the pencil between their teeth effected their emotion—and their perception of the cartoons as funnier.

2. You will be unforgettable. Why do some people make a lasting impression while others are quite forgettable? The answer may be in their smile.

Research from Duke University proves that we like and remember those who smile at us—and shows why we find them more memorable. Using functional magnetic resonance imaging (fMRI), the Duke researchers found that the orbitofrontal cortices (a “reward center” in the brain) were more active when subjects were learning and recalling the names of smiling individuals.

3. You will encourage collaboration. No one, regardless of how intelligent he or she may be, can succeed alone. We all need the knowledge and ideas of others. You know that. But did you know that by merely smiling or frowning you can influence how a speaker reports information and how it is subsequently remembered, and possibly passed on?

According to research conducted and reported by the British Psychological Society, positive and negative emotional responses systematically alter the use of language. Speak to a positive listener and people will likely use more abstractions and subjective impressions. But if people talk to a negative listener, they'll probably stick to the relative security of objective facts and concrete details.

Researchers speculate that this is because the smiles and nods of a positive listener are interpreted as a sign of agreement and understanding, encouraging the speaker to provide more of their own opinions and speculations. By

contrast, negative listeners provoke speakers to adopt a more hesitant and cautious thinking style.

4. You will improve your productivity. Charles Garfield, the author of *Peak Performance*, once coached the Russian Olympic weight-lifting team. Garfield noticed that when team members lifted to exhaustion, they would invariably grimace at the painful effort. In an experiment, he encouraged the athletes to smile when they got to that point of exhaustion. This seemingly minor difference enabled them to add 2-3 more reps to their performance.

No matter the task, when you grimace or frown while doing it, you are sending your brain the message, “This is really difficult. I should stop.” The brain then responds by sending stress chemicals into your bloodstream. And this creates a vicious circle: the more stressed you are, the more difficult the task becomes.

When you smile, your brain gets the message, “It's not so bad. I can do this!”

5. You will positively contaminate others. Some nonverbal behaviors can bring out the best in people. Smiling is one of them, as it directly influences how other people respond. When you smile at someone, they almost always smile in return. And, because facial expressions trigger corresponding feelings, the smile you get back actually changes that person's emotional state in a positive way.

Maybe that's why a DePauw University study found that people whose smiles were

weakest in snapshots from childhood through young adulthood were most likely to be divorced in middle or old age (1 in 4 compared to 1 in 20 for the widest smilers).

And if you ever go to trial, keep this in mind: Although courtroom judges are equally likely to find smilers and non-smilers guilty, they tend to give smilers lighter penalties, a phenomenon called the “smile-leniency effect.”

Want to brighten your mood, make a lasting impression, encourage collaboration, lighten your work load, and positively influence others? Then smile—really smile. Think of someone who genuinely amuses or delights you. But if you can't do that, then fake it . . . or hold a pencil in your mouth.



—Carol Kinsey Goman, Ph.D. is an executive coach, change-management consultant, and international keynote speaker at corporate, government, and association events. She's the author of *“The Nonverbal Advantage: Secrets and Science of Body Language at Work.”*

Calendar of Events

June

- 11 *Brick of Remembrance Dedication, 10:00 a.m., Antelope Park*
- 14 *UNOPA Summer Social, 3:45-5:00 p.m., East Campus Dairy Store*
- 19 *Father's Day*
- 21 *Summer Begins*

July

- 4 *Independence Day*
- 18-22 *NAEOP National Conference, Charleston, South Carolina*

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We've gone green!
Find this newsletter on
the Web.

<http://unopa.unl.edu>